

ANNOUNCEMENT
FOR FOREIGN NATIONAL INTERNSHIP OPPORTUNITY
WITH THE
U.S. MISSIONS IN VIENNA

ANNOUNCEMENT NUMBER: I 05-01

OFFICE/LOCATION: U.S. Mission to the International Organizations in Vienna (UNVIE)
22nd district

WORK HOURS: Upon agreement, minimum 20 hours per week

STARTING DATE: Throughout the year

DURATION: Minimum 2 months, maximum 4 months

OPEN TO: Austrian or other Non-U.S. Citizen students, with a valid permanent residence permit for Austria, who are enrolled as full-time students at one of the Universities or "Fachhochschulen" in Vienna. Students must be at minimum 18 years of age.

BASIC FUNCTION:

Interns will provide support to the political section of UNVIE, with various tasks to include administrative duties as needed. The object is to introduce students to the broad range of issues of interest to a U.S. Diplomatic Mission.

The internship is on a volunteer basis. Note: no benefits, compensation, nor any future employment rights accrue as a result of an internship.

QUALIFICATIONS REQUIRED:

Studies:- Major in one of the following studies: Political Science, International Relations, Media (Publizistik), Social Sciences, Economy, Marketing, Technical Studies (e.g. with the "Atominstitut der Österreichischen Universitäten"), or a related field

Education: Completion of Austrian Matura or International Equivalent

Languages: German: Fluency in speaking/reading/writing
English: Fluency in speaking/reading/writing

Knowledge/Abilities/Skills: Good computer skills (MS Office)

APPLICATION PROCEDURES:

Application language is English. Interested applicants should submit by the CLOSING DATE:

- The completed form "Application for Internship": please see website of the U.S. Embassy for downloading the form: [Application for Internship](#)
- A Statement of Interest describing the applicant's objectives and motivations in seeking an internship with the U.S. Mission.

- Documentation of status as a full time student at a University or "Fachhochschule" in Austria (i.e. "Inskriptionsbestätigung").
- Documentation of legal residency in Austria

SUBMIT APPLICATIONS TO:

American Embassy
Human Resources Office (HRO), FN Internship
Boltzmannngasse 16
1090 Vienna

or FAX: 313 39 - 2907

SELECTION PROCESS:

1. After an initial application screening, qualified applicants will be invited for an interview.
2. A computer test and language testing will be conducted.

ADDITIONAL SELECTION CRITERIA:

1. Students must have a valid health insurance.
2. Successful candidates will be required to pass a security and a medical clearance.

All selections are made consistent with the State Department's Non-Discrimination Policy and with the Austrian Gleichbehandlungsgesetz to not discriminate among applicants on the basis of race, color, religion, sex, national origin, handicap, age or sexual orientation.